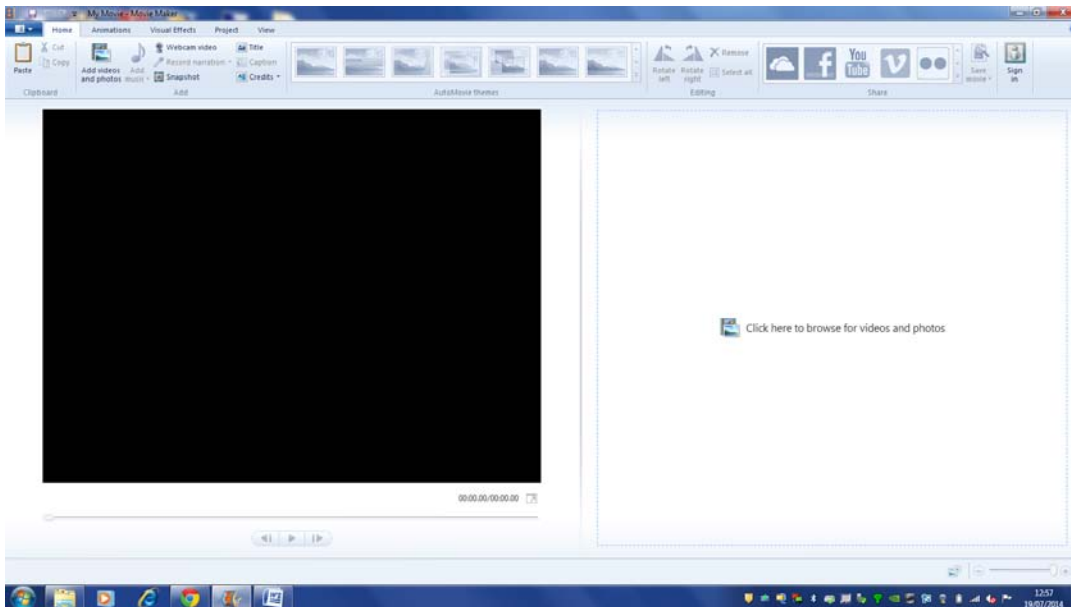
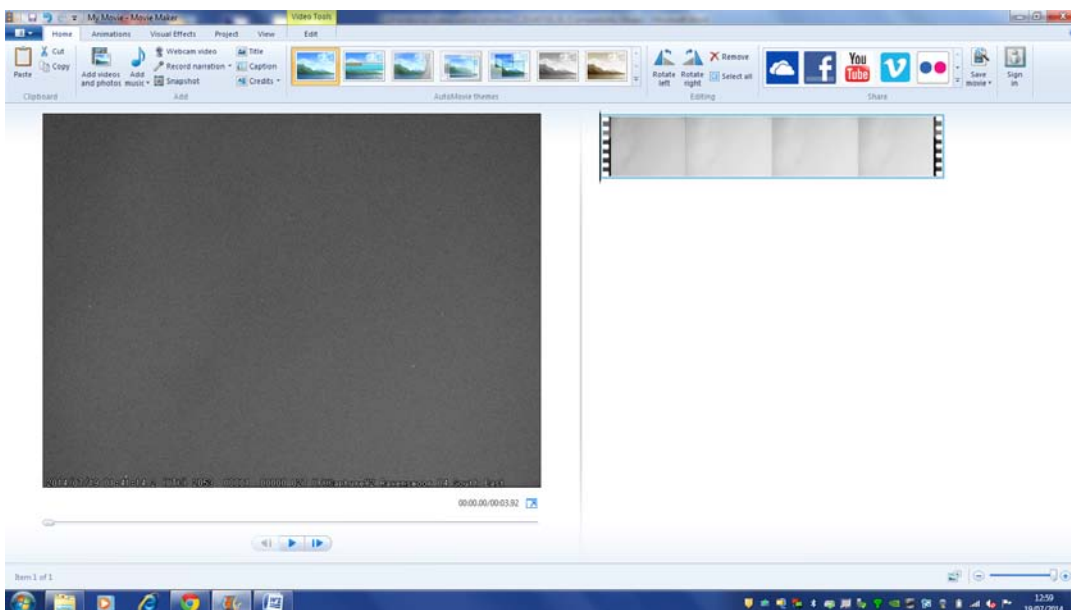


Compressing Videos within Windows 7

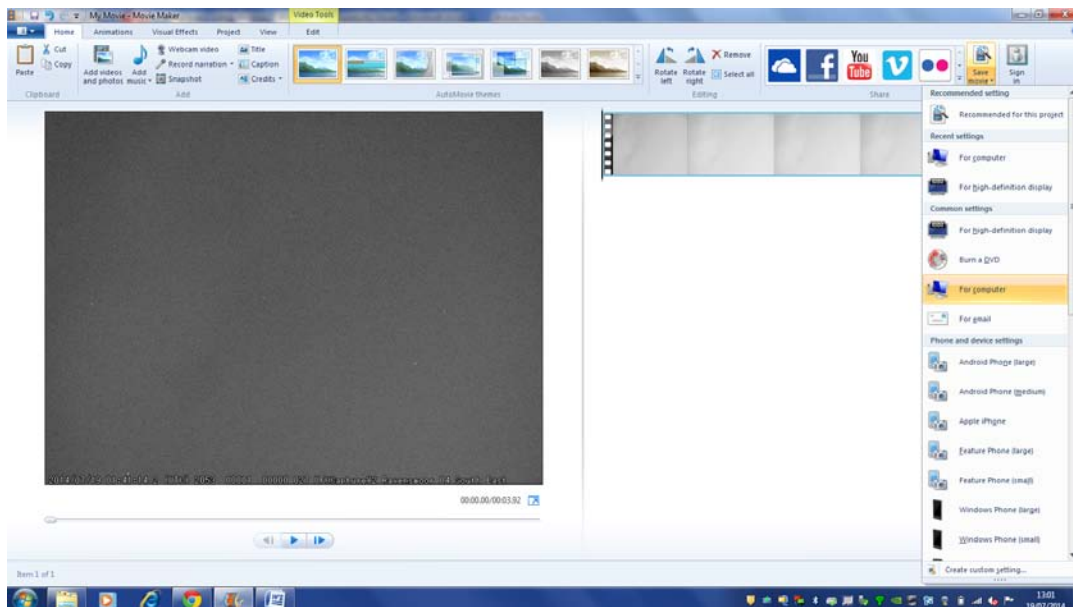
1. Create a folder on the C:\ drive called “*Compressed Videos*”.
2. Navigate to the location of the full size .avi video that you wish compress and copy (*NB copy, do not cut or move*) the video to the “*Compressed Videos*” folder.
3. Select Start | All Programs | Movie Maker.
4. In the Movie Maker program, select the “*Add videos and photos*” from the task bar near the upper left. Navigate to the “*Compressed Videos*” folder and select the full size .avi video that you have just copied to that location.



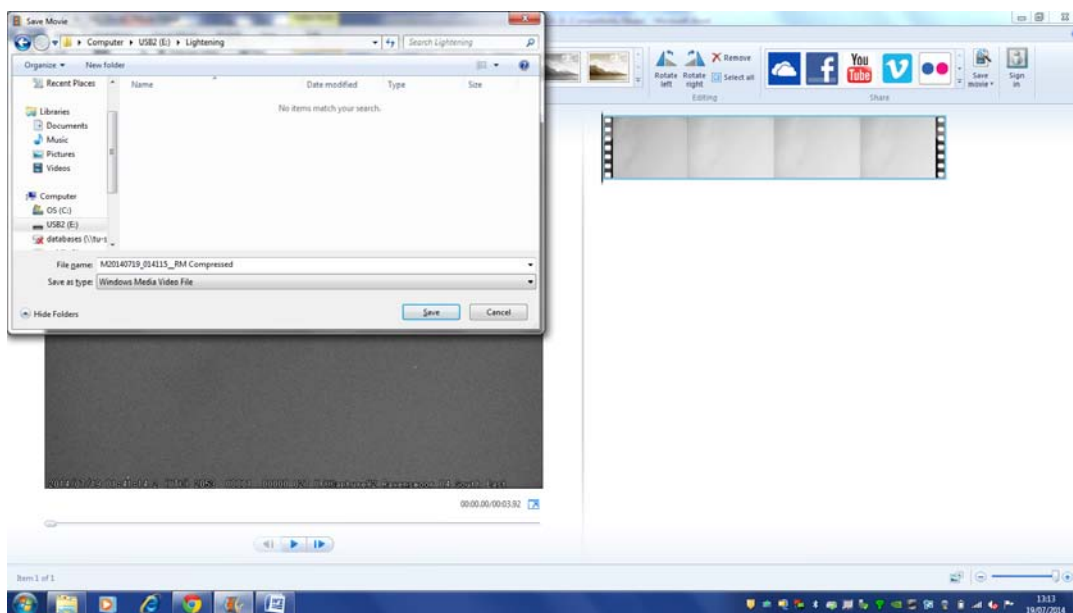
5. The video will now appear within the Movie Maker program.



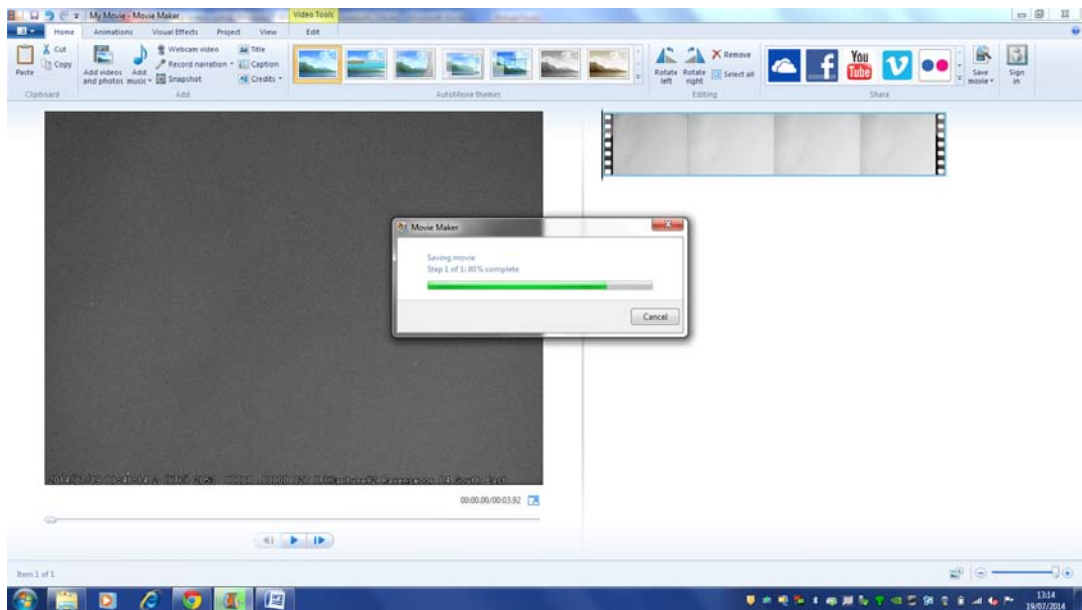
6. In the Movie Maker program select “*Save movie*” button on the task bar near the upper right. Ensure you click on the lower “*Save movie*” section of the button as opposed the icon just above it. From the drop down menu select “*For computer*”.



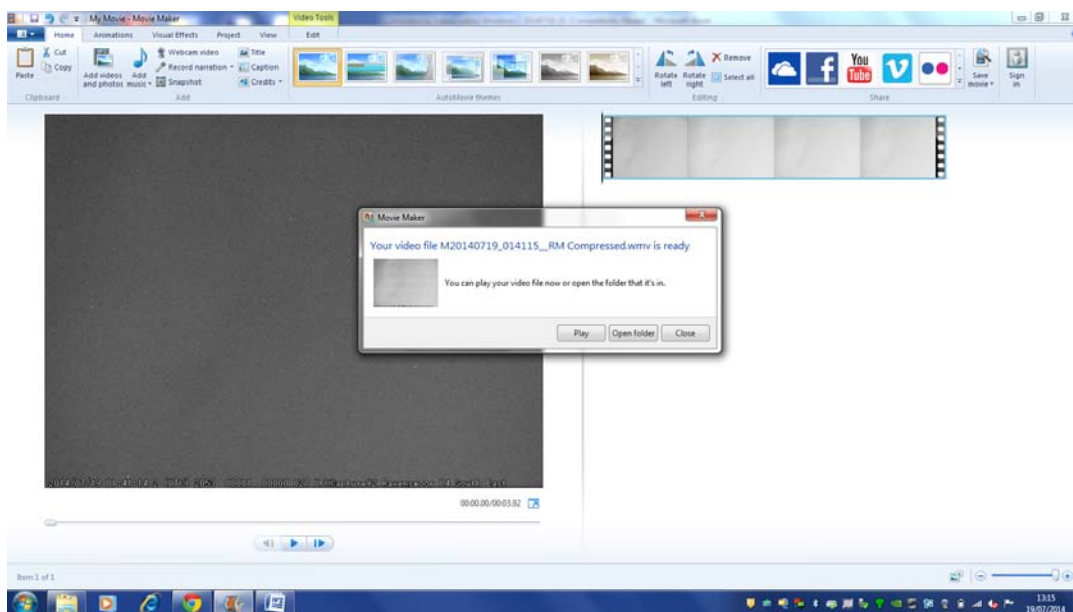
7. In the “*Save Movie*” dialogue box, navigate to the “*Compressed Videos*” folder. Select an appropriate filename and enter it in the “*File name*” box. It is recommended that the filename is identical to the filename of the original uncompressed .avi video except that you add the word “*Compressed*” as a suffix – in the above example this will therefore be “*M20140719_014115__RM Compressed*”. Ensure the “*Save as type*” is set to “*Windows Media Video File*”.



8. Wait a moment while the file is saved.



9. Press “Play” in the “Movie Maker” dialogue box to check that it plays correctly.



10. Navigate to the “Compressed Videos” folder and you will see a compressed version of your video which should be of a file-size that is less than 5MB and hence can be sent as an attachment to an email.

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